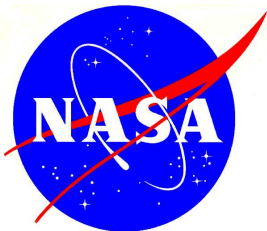**P R O G R A M**

Integrated Financial Management Program

Core Financial

Course Name: Purchasing

Module Name: Contracts/Purchase Order Administration

Course Guide

National Aeronautics and
Space Administration

Introduction

This guide provides information that will be shared during the training course session.

Course Structure
This course covers the basic SAP functionality that is needed to perform specific activities pertaining to your role. Information beyond the scope of this class may be obtain from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role
A trainer role in this training session is to:
- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

End-user Role
An end-user's role in this training session is to:
- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Module Significance
Information related to the NF 533 (NASA Form 533) will be entered into SAP and will be maintained within this system through contract closeout. This information will be available for review by the buyer, the Financial Management Office, and the requisitioner. The buyer can review the NF533 data online to assist in monitoring the contractors cost performance.

Information related to modifying specific contracts/purchase orders will be generated and processed within SAP. This information will be saved in SAP and will be maintained within this system through contract delivery/acceptance, final invoice payment, and contract closeout.

Also, information related to closing out contracts will be generated and processed within SAP. End-users will have the ability to access the system and check status of the contract. Therefore, it is necessary for the buyer to ensure that commitment, obligations, costs, and disbursements are equal prior to closing out the contract.

Module Structure
This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content
Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review
The trainer reviews key topic information at the conclusion of each topic.

Scenario
The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

> Scenario Example: A Receiver in the Purchasing department is responsible for physically receiving and verifying that goods or services have been delivered. A shipment of goods has just arrived into the office, display the procurement documents and record the receipt of goods.

Demonstration
Trainer shows end-users how to perform the business activity in SAP.

Exercise
End-users practice the activity in the SAP Training Instance.

Agenda
- Introduction – 0:30 hr
- Background Knowledge – 0:45 hr
- Topic 1: Monitor Performance – 2:00 hr
  - Activity 1: Analyze NF533 Reports 2:00 hr
- Topic 2: Modify Contract – 2:00 hr
  - Activity 1: Verify Funds 0:15 hr
  - Activity 2: Prepare and Issue Unilateral/Bilateral Modification 0:30 hr
  - Activity 3: Distribute Modification 0:30 hr
  - Activity 4: Cancel Modification 0:15 hr
  - Activity 5: Create Novation Agreement 0:30 hr
- Topic 3: Closeout Contract – 2:00 hr
  - Activity 1: Retire Contract 2:00 hr
- Course Summary – 0:45 hr
- Total – 8:00 hrs